

Self Service ‘MyBiz’ Module I, Chapter 2 Accessing My Information

Introduction

The *Employee* ‘MyBiz’ module provides employees the ability to view their employment-related information. The following pages provide a brief overview of the ‘MyBiz, MyInformation’ functionality.

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Accessing 'My Information' - General Information


After logging into the Defense Civilian Personnel Data System (DCPDS) Portal, select 'MyBiz',  [My Information](#) function to view your information.



Figure 1

In order to proceed, you must accept the privacy act statement.

The screenshot shows the 'Privacy Act Statement' page. It includes the Department of Defense logo and a header with links: ICE MyBiz, ICE PAA V3, Diagnostics, Home, Logout, and Preferences. The main content area contains the following text:

Privacy Act Statement
The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O. 9397.

Principal Purposes: To allow civilian employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

At the bottom, there are two buttons: **ACCEPT** and **DECLINE**.

Figure 2

The GENERAL INFO header displays a summary of your current position and a link to Emergency Contact information. This information is viewable from any tab selected.

The screenshot shows the 'GENERAL INFO' header. It includes the Department of Defense logo and a header with links: ICE MyBiz, ICE PAA V3, Home, and Logout. The main content area contains the following information:

GENERAL INFO: The information is current as of today's date.

Organization: 117 AMX SO NGAF A311FN1201
Position: 80278000.ORD EQOUP
MECH723425.NGAF.TECH
Salary: 15.93 USD
Email Address: [Redacted]

Job Title: Ordnance Equipment Mechanic (6641)
Grade/Pay Band: WG-06
Step or Rate: 01
Office Symbol: 117 ARW

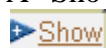
At the bottom right, there is a link: [View Emergency Contact](#).

Figure 3

Show/Hide Information

Show

A "Show" link displays when additional information is available. Select the





sign to open the folder and view the additional data.

Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
 Show	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-20

Figure 4

Hide

Once you finish viewing the information, select  to close the folder.




Details	Appraisal Start Date	Appraisal Type	Rating of Record	Date Effective
	31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Successful, Succ Lvl 3 or Equiv	01-Jun-2005
Date Effective 01-Jun-2005 Date Initial Appraisal Due 31-Mar-2005 Organization Structure ID SPR Pay Plan/Pay Schedule GS Optional Information 898988888 Date Due 31-Mar-2005 Unit AU06F4Q7 Office Symbol AFAA14 Grade/Pay Band 14				

Figure 5

Information Tabs - The following is a list of the tabs with associated information.

Appointment Tab contains your current appointment information.


Appointment	Position	Personal	Salary	Benefits	Awards and Donuses	Performance	Personnel Actions
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Job	Grade/Pay Band	Step or Rate			
	18-Jun-2010	Auditing (0511)	GS-13	03			
Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date 02-Jan-2011 Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position Annuitant Indicator 9 - Not Applicable Assignment NTE Start Date Leave Without Pay Start Date Sabbatical Start Date Email Address Part-Time Hours Biweekly WGI Due Date 02-Jan-2011 Last Equivalent Increase 03-Jan-2010 Tenure 1 - Permanent - Tenure Group 1 Date Arrived Personnel Office 02-Nov-1992 Assignment NTE Date Leave Without Pay End Date Sabbatical End Date							
Retained Grade Details							
Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.							

Figure 6

Position Tab contains your position information.


Appointment	Position	Personal	Salary	Benefits	Awards and Donuses	Performance	Personnel Actions
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office
	27-Feb-2009	G426A.POLICE OFFICER 476651.D065.APPR	Pentagon Force Protection Agency D065DDAAPP 01	AD-07	Police (0083)	AD-07	JAY
Supervisory Status 8 - Non-Supervisory Part-Time Hours Biweekly FLSA Category N - Nonexempt Pay Table ID P001 Oracle Federal Protective Svc Pay Table (AD) No. P001 Security Access Secret Access Required; ENTNAC/NAC/NACI/BI Required Payroll Office ID PE Position Occupied 1 - Competitive Service Drug Test Agency Req Drug Test of Incumbent(Tier One) Key Emergency Essential Position Not Designated Emergency Essential Or Key LEO Position Indicator 0 - No Applicable Program Work Schedule F - Full-Time Pay Basis PA - Per Annum Bargaining Unit Status 211251 - PPOA/1991 Position Sensitivity Noncritical Sensitive (NCS) National Risk PRP/SCI Supervisory Diff Eligibility Language Required Training Program ID YY - Not Applicable Intelligence Position Ind Non Defense Civilian Intelligence Po System							
Language Details							
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency		
Show 11-Aug-2008 G426A.POLICE OFFICER 476651.D065.APPR Pentagon Force Protection Agency D065DDAAPP 01 AD-07 Police (0083) AD-07 JAY Show 22-Feb-2004 G426A.POLICE OFFICER 476651.D065.APPR Pentagon Force Protection Agency D065DDAAPP 01 AD-07 Police (0083) AD-07 JAY							

Figure 7

Personal Tab contains your specific personal information.

Figure 8

Salary Tab contains your pay related information.

Figure 9

Benefits Tab contains your benefits related information.

Figure 10

Awards and Bonuses Tab displays your award and/or bonus information.

Date Award Earned	Award Type	Amount or Hours
03-Feb-2006	Time Off Award	9
01-Jun-2005	Performance Award	2000
11-Dec-2003	Staff and Staff Team	
07-Feb-2005	Time Off Award	9
23-Dec-2003	Time Off Award	9
03-Nov-2003	Notable Achievement Award	500
01-Jun-2003	Performance Award	1600
06-Jan-2003	Time Off Award	9
01-Jun-2002	Performance Award	1600

Figure 11

Performance Tab displays your performance appraisal information.

Appraisal Start Date	Appraisal Type	Rating of Record
31-Mar-2005	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
31-Mar-2004	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
31-Mar-2003	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
31-Mar-2002	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
01-Jun-2001	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
01-Jun-2000	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
01-Jun-1999	Annual Appraisal	Role Model, Exceptional, Outstanding, Superior, Success
01-Jun-1998	Annual Appraisal	Valued Perf, Acceptable, Fully Succ, Pass, Sat, Success
01-Jun-1997	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effect
01-Sep-1996	Annual Appraisal	Exc Expec, Exc Full Succ, Excel, High-Succ, High Effect

Figure 12

Personnel Actions Tab displays your personnel notifications.

Effective Date	First NOA	First NOA Description	Second NOA	Second NOA Description
04-Jan-2009	893	Reg WRI		

Figure 13

To view a Notification of Personnel Action (NPA), click in the box located in the 'Select' column and then click the 'View Selected' button.

Figure 14

Select 'Open'



Figure 15

The NPA displays.

NOTIFICATION OF PERSONNEL ACTION													
1. Name (Last, First, Middle)				2. Social Security Number		3. Date of Birth		4. Effective Date 01-04-2009					
FIRST ACTION						SECOND ACTION							
5-A. Code 893		5-B. Nature of Action Reg WRI				6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority 10 U.S.C. SEC 2164				6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number POLICE OFFICER G426A - 476651						15. TO: Position Title and Number POLICE OFFICER G426A - 476651							
8. Pay Plan AD	9. Occ. Code 0083	10. Grade or Level 07	11. Step or Rate 04	12. Total Salary \$58,345.00		13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0083	18. Grade or Level 07	19. Step or Rate 05	20. Total Salary/Award \$65,710.00	21. Pay Basis PA	
12A. Basic Pay \$49,199.00		12B. Locality Adj. \$9,146.00		12C. Adj. Basic Pay \$58,345.00		12D. Other Pay		20A. Basic Pay \$53,379.00		20B. Locality Adj. \$12,331.00		20C. Adj. Basic Pay \$65,710.00	20D. Other Pay
14. Name and Location of Position's Organization A60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC						22. Name and Location of Position's Organization A60D 65 DDAAPF 943110 PENTAGON FORCE PROTECTION AGENCY PENTAGON POLICE DIRECTORATE OPERATIONS DIVISION OPERATIONS RELIEFS WASHINGTON, DC							

Figure 16